

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: ATTORNEY I - Criminal Division

Posting# 2000-0416md

REQUIRED ATTACHMENTS:

- Requires College transcripts No Internet printouts
- Utah State Bar Membership Number
- Supplemental Attachment

STARTING SALARY: Step 45; \$2,105 bi-weekly \$54,730 annually

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: March 11, 2016

CLOSING DATE: April 4, 2016

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under policies and procedures established by the Utah County Attorney, prosecutes criminal offenses for the State of Utah and Utah County.

DUTIES INCLUDE:

Represents the State at hearings, arraignments, entry of plea, orders to show cause, waiver hearings, pretrial conferences, preliminary hearings, trials, misdemeanor appeals, and court calendars and fills in for other attorneys as needed.

Reviews files, screens police reports, investigates crime scenes, and interviews law enforcement officers, victims, and witnesses.

Performs legal research and prepares written pleadings and memoranda for each case.

Negotiates case resolution with defendants and with defense counsel.

Maintains knowledge and skill levels in current case decisions and legislation.

EVALUATION AND SELECTION FACTORS INCLUDE:

Ability to maintain cooperative working relationships with those contacted in the course of work activities.

Ability to communicate effectively verbally and in writing.

Knowledge of litigation proceedings including Rules of Civil Procedure, Rules of Evidence, Rules of Criminal Procedure, Rules of Juvenile Procedure, Rules of Appellate Procedure, and the Criminal Code.

Skill in conducting legal research.

Skill in legal writing including legal briefs and memos.

REQUIREMENTS FOR EMPLOYMENT:

Equivalent to a J.D. degree from an accredited law school. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSING AND CERTIFICATION

Incumbent must possess valid membership in the Utah State Bar Association and Incumbent must successfully complete mandatory continuing legal education (CLE) training every two (2) years.

EXAMINATION/SELECTION PROCESS:

Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.